

Title: Older Adult Specialist
Department: Information Services

Revised: 4/21/15
Grade 6

Position definition: Provides specialized services to older adults, especially older adults who live in residential facilities or attend day programs.

Supervision received: Reports to the Head and/or Assistant Head of Information Services. Works in cooperation with other members of the department and with the Older Adults Team.

Supervision exercised: May schedule and assign volunteers.

Examples of essential duties:

- Meets with residents to promote reading and library programs.
- Organizes and leads book discussion groups or conducts read-aloud sessions.
- Works with community organizations to identify homebound older adults who want access to library materials either through delivery of materials by volunteers or participation in the Talking Books program.
- Makes presentations on reading, reminiscing, and library services to audiences of older adults; e.g., book talks, Bi-Folkal Kits, presentations via computer (possibly using PowerPoint), etc.
- Assists Older Adult Team in planning and publicizing programs targeting the older adult population.
- Uses new technologies, such as eReaders, gaming systems, etc. to engage older adults.
- Recruits, trains, and assigns volunteers to deliver library materials to individuals in health facilities.

Examples of incidental duties:

- May attend regional or statewide workshops or programs on services to older adults.
- May assist in the preparation of grant requests related to serving older adults.
- May assist with programs unrelated to Older Adults

Minimum qualifications required:

- Bachelor of Arts or Bachelor of Science degree.
- Prior experience in human services, preferably working with the elderly.

Knowledge, skills, and abilities:

- Strong interpersonal communication skills.
- Ability to take initiative and work independently.
- Familiarity with popular literature and library services in general.
- Ability to work with computers, software, and library-related technologies.

License or certificate: Connecticut Motor Vehicle Operator's license.

Physical, mental exertion/environmental conditions:

Requires driving to facilities within Middletown on a regular basis. Requires lifting and bending to manually load and unload large numbers of books and other materials in order to rotate and enhance deposit collections. Must be able to speak clearly and loudly to an older audience. Must be able to hear clearly (correctable to within normal limits) in order to communicate with older audience and to record telephone information. Must be able to see (vision correctable to 20/20) to complete applications and forms. There is frequent interaction with patrons, which may cause stress.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.